

ACTION:
 _____ New Agency Group
 _____ Change Agency Group
 _____ Delete Agency Group

[illegible]

Date Completed: _____



**AGENCY GROUP SET-UP - AFS
ISF021 FORM INSTRUCTIONS**

Rev. 5/98

Agency/Dept. Name: The name associated with the agency group number specified below.

Agency Group Number: The number designating the agency group named above.

Work Telephone: Work telephone number where agency representative can be reached.

Work Mailing Address: Address where information is to be mailed to the agency representative.

Agency Representative Name: Name of Agency Security Administrator or representative of Appointing Authority who is authorized to complete this form.

Title: Title of the position occupied by the agency representative named above.

Appointing Authority Name: Name of the person responsible for the agency group who is authorized to define the agency group assignment.

Title: Title of the position occupied by the appointing authority.

Action (box): Check only one of the following.

New Agency Group	Establishes a new agency group assignment.
Change Agency Group	Changes agency group assignment or affected agency group assignment.
Delete Agency Group	Deletes existing agency group assignment.

Agency Group Set-Up:

AGENCY GROUP: Enter the number for the agency group within your department to be associated with the affected agency or agencies listed below.

AGENCY NAME: Enter the name corresponding to the agency group number entered above.

AFFECTED AGENCIES: Enter the agencies affected by the agency group listed above.

ISF021 form **MUST** be signed and dated by the Agency Security Administrator or Representative of the Appointing Authority and the Agency Liaison.

The authorization section must be completed by the Agency Security Administrator before a new Agency Group number will be established, or the information about an existing one, changed.

The form should be verified for accuracy and legibility and the verification section should be completed by the Agency ISIS Liaison before a new agency group assignment will be established, or the information about an existing one, changed.